

INFORMATION & INSTRUCTIONS FOR SELF-STATUS 2013

The National Wildland Coordinating Group (NWCG) sent out direction for all overhead resources to status themselves through ROSS. ROSS is a web-based program and you can status yourself from any computer with internet access. If you are unable to self-status, Dispatch can do it for you.

If you aren't already set up to self-status you will need a username and password. Please contact the ROSS helpdesk, 866-224-7677, to get started. After you have set up a username and password, you will need to keep it current by logging in to the NESS Application Portal (NAP). <https://nap.nwcg.gov/NAP/>. Dispatch is no longer able to reset passwords.

ROSS has two functions. You will need to determine.....

Set Availability:	Available or Unavailable
Set Available To:	Local (forest only)
	GACC (Southwest Area/ AZ & NM)
	National

At the beginning of the year, the Dispatch office has all ROSS employees status Available "Local". Please remain in this status, unless you can participate in fires out of your local / forest area.

Team members are set up for self-status, but **DO NOT CHANGE YOUR STATUS** during fire season. Team members are set up by Dispatch to remain as available LOCALLY, until their Team has been disbanded.

It is very important to keep your availability up-to-date. Dispatch is sent resource orders based on what positions show available on our forest.

Obtain your supervisor's approval *before* statusing yourself as available. If you get a call from Dispatch for an assignment, it is your responsibility to get your supervisor's approval to go on the assignment.

If you do not want to take assignments for a certain position that you are showing on your Incident Qualification Card, call Dispatch to have the position not sent to ROSS. The position will still be on your card, but not sent to ROSS for assignments.

ROSS SELF-STATUS INSTRUCTIONS

- GO TO THE SOUTHWEST AREA WEBSITE (SWCC) ON THE NET:
 - <http://gacc.nifc.gov/swcc/>
- Click on Dispatch (left side of web page)
- Click on ROSS SELF-STATUS (right side of web page)
- Put in your USERNAME
- Put in your PASSWORD
- Click Login
- Click on My Status and you are in your profile
- Make sure your contact information is correct
- You can change your password from this screen
- On the right side of this screen, Set Your Resource Status by clicking on
 - the down arrow (Unavailable or Available)
- If you pick Unavailable, you can pick the reason why in the box underneath (this is optional)
- If you pick Available, two boxes underneath, you will need to select the Availability Area, i.e. Local, GACC or National. (If you are showing Unavailable, do not worry about the Area.)
 - **Please check your schedule for the following two week period. Make sure you have no meetings scheduled, no doctor appointments, no training, etc., to create you from turning down an assignment!**
- If you want to use the Unavailable Periods section, pick ADD and a calendar will pop up. (This section is also optional)
- Click on SAVE before you LOG OFF

Another way to get to Self-Status is on the ROSS home page: <http://ross.nwcg.gov>. All you need to do is place your cursor over the word "Status" at the top of the page and follow above directions.

NOTE: Dispatch can always change your status for you, if needed.

Any questions, please contact the Dispatch office at 575-538-5371.